



Centralized Accounting and Payroll/Personnel System

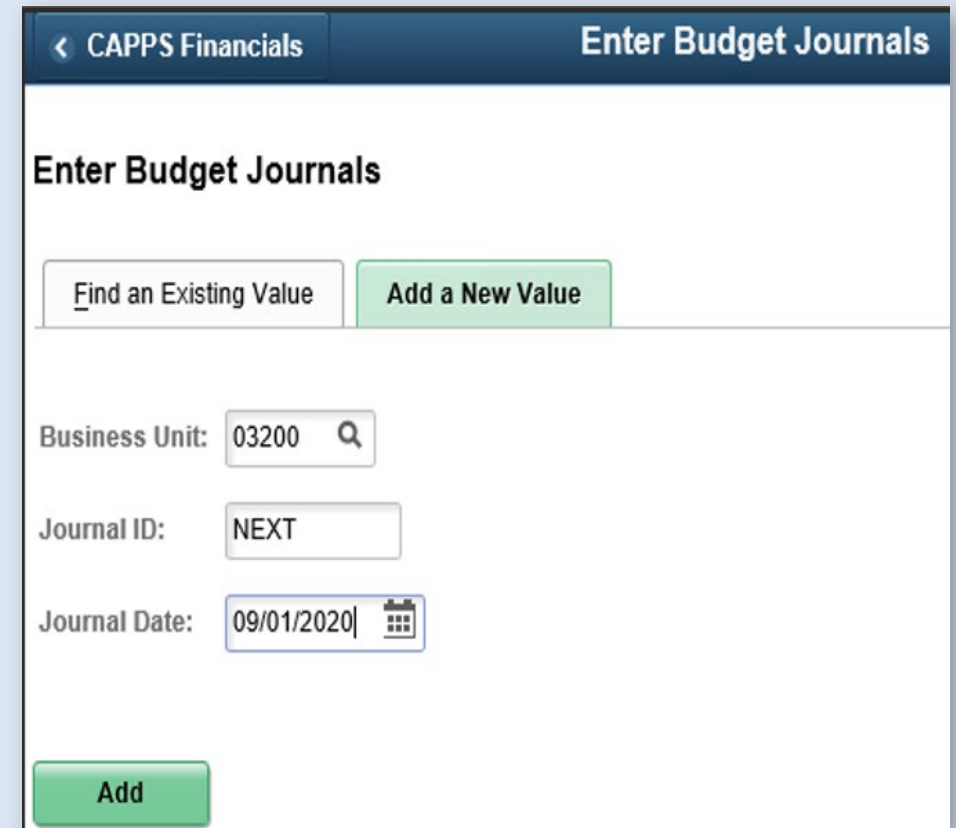
Entering New Fiscal Year Budgets in CAPPS

Aug. 25, 2022

Navigation and Value Fields

Navigation: From the Financials menu, select **Commitment Control**, then select **Budget Journals**, then select **Enter Budget Journals** to add a new value.

- The **Business Unit** value defaults to your agency if your *User Preference* is associated with the agency's business unit.
- The **Journal ID** defaults to *NEXT* but users can enter their own journal ID.
- The **Journal Date** value in this field **drives** the fiscal year and the accounting period for the budget journal entry and at what time the budgeted funds become available. The default value is the system date. Enter a new date to override it if your business requires a different date.
- Click **Add** to proceed to the budget journal entry page.



The screenshot shows a web interface for 'CAPPS Financials' with a sub-header 'Enter Budget Journals'. Below the header, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted in green. Below these buttons, there are three input fields: 'Business Unit' with the value '03200' and a search icon, 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '09/01/2020' and a calendar icon. At the bottom of the form, there is a green 'Add' button.

Budget Header Entry

- Populate the **Ledger Group** field with the appropriate budget ledger group.
- The **Fiscal Year** value is derived from the Journal Date.
- In the **Budget Entry Type**, select **Original** if this is an original budget entry being made for the first time.
- Use the **Long Description** and **Alternate Description** fields to add information about the budget entry.
- **USAS Document Number** is available when the T-code is used online.

The screenshot displays the 'Budget Header' tab of a financial system interface. The form is organized into several sections. At the top, there are tabs for 'Budget Header', 'Budget Lines', and 'Budget Errors'. Below these, the 'Unit' and 'Journal ID' fields are visible, along with the 'Date' set to 09/01/2022. The 'Ledger Group' is set to 'APPROP', and the 'Budget Entry Type' is set to 'Original'. The 'Fiscal Year' is 2023, and the 'Period' is 1. The 'Currency' is USD, and the 'Rate Type' is CRRNT. The 'Exchange Rate' is 1.00000000. The 'Cur Effdt' is 09/01/2022. The 'Budget Type' is Expense. The 'USAS Document Number' is B0000008. The 'Long Description' field contains the text 'Enter original FY23 budget. SB1, GAA, 87th Legislative Session Regular, Article IV (general Revenue), Page IV-31'. The 'Alternate Description' field is empty. The 'Parent Budget Options' section includes checkboxes for 'Generate Parent Budget(s)' and 'Use Default Entry Event'. The 'Parent Budget Entry Type' is also visible. The 'USAS Process Status' is P, and the 'USAS Processing Date' is 07/15/2022. The 'USAS Sent Date' is 07/14/2022. The 'Attachments (0)' link is also present.

Field	Value
Unit	
Journal ID	
Date	09/01/2022
Ledger Group	APPROP
Fiscal Year	2023
Period	1
Currency	USD
Rate Type	CRRNT
Exchange Rate	1.00000000
Cur Effdt	09/01/2022
Budget Type	Expense
USAS Document Number	B0000008
USAS Process Status	P
USAS Processing Date	07/15/2022
USAS Sent Date	07/14/2022
Long Description	Enter original FY23 budget. SB1, GAA, 87th Legislative Session Regular, Article IV (general Revenue), Page IV-31
Alternate Description	

Budget Lines

- Enter budget lines on the **Budget Line** tab. The *Budget Journal* does not need to be balanced. Remember that **Debits** do not equal **Credits**.
- Enter the applicable T-code. Use the MAN T-code to initiate the matching of the CAPPS document to previously entered USAS documents.
- When the journal is **saved**, the default value for the `Process` field is **Post Journal**, which means the journal is ready for posting (to the budget ledger).

Enter Budget Journals

Unit: 03200 | Journal ID: 0000108410 | Date: 09/01/2020 | Budget Header Status: None

*Process: Post Journal | **Process**

Lines

Delete	Line	Ledger	SpeedType	Account	Fund	Appn/PCA	Appn Year	DLT Required	USAS Transaction Code	Set Options	Currency	Amount
<input type="checkbox"/>	1	APPROP_BUD		CONSUM	0001	13002	2021	<input type="checkbox"/>		Set Options	USD	1,500,000.00

Lines to add: 1 | **Generate Budget Period Lines**

Totals

Total Lines: 1 | Total Debits: 0.00 | Total Credits: 1,500,000.00

Save | **Notify** | **Refresh** | **Add** | **Update/Display**

Import Spreadsheet Process

To enter your new Fiscal Year budget via the import spreadsheet process, complete the following:

- To import *Commitment Control Budget Journals*, first enter the budget information into the “**Budget Journal template.xls**” file as an **Excel spreadsheet** using the instructions below.
 - On the journal **Header**, the following are required for all lines of the excel spreadsheet: file name, budget entry type, business unit, journal ID (next), journal date, ledger group, and header description.
 - On the **Lines**, the following are required in all lines: a journal line number, detail ledger name, account, fund, class, budget ref, journal line reference, and monetary amount (can be zero). Any additional ChartFields that an agency needs can also be included.
 - Click **Download** after the excel spreadsheet is complete.

	A	B	C	D	E	F	G	H	I	J	K	L	M
						Budget Journal Entry				Download			
1													
2		File Name	AGY032_APPROP_AY2021										
3													
4													
5													
6													
7													
8	Budget	Bus Unit	Journal ID	Date	Ledger Group	HDR Descr	USAS	USAS	USAS Doc Num	ALT Descr	Journal Line	Ledger	Account
9	0	032000	NEXT	09012020	APPROP	Original AY 2021 Prototyping Budget					1	APPROP_BUD	7000
10	0	032000	NEXT	09012020	APPROP	Original AY 2021 Prototyping Budget					2	APPROP_BUD	7000
11	0	032000	NEXT	09012020	APPROP	Original AY 2021 Prototyping Budget					3	APPROP_BUD	7000
12													
13													
14													



Thank You!

CAPPS Financials Support Team